

Client Information Management System (CIMS)

Reconciling Program Demographic Data

The **TOTALS** in the demographic sections of the Project Progress Report for Direct Service Victims **must match**. The **only exception** to this is Special Classification under Section III. CHARACTERISTICS OF NEW DIRECT SERVICE VICTIMS.

The Knowledge Source, Sex, Race, Age In Years and Victimization totals must all equal the Direct Service Victims count in Section I **(A) Direct Service Victims**.

I. NUMBER OF NEW VICTIMS SERVED THIS QUARTER

(A) Direct Service Victims: 46 Victims
 (B) Generic Service Victims: 2 Victims

II. PROGRAM SOURCE OF KNOWLEDGE ABOUT NEW DIRECT SERVICES VICTIMS/CASES

Commonwealth's Attorney Reports: 1 Court Services Unit
 Police Reports
 Sheriff
 Social Services
 1 Sheriff's Reports
 10 Magistrate
 34 Commonwealth's Attorney

46 TOTAL

III. CHARACTERISTICS OF NEW DIRECT SERVICE VICTIMS

Sex	Race	Age In Years	Special Classification
13 Male	3 Asian	1 0-12	0
30 Female	1 Black or African American	1 13 - 17	1 None
Other	3 Black or African American	6 18 - 24	
2 Not Report	2 Not Tracked	9 25 - 59	
2 Not Tracked	32 White Non-Latino or Caucasian	11 60 and Older	
	2 Not Reported	2 Not Reported	
	16 Not Tracked	16 Not Tracked	
	40 TOTAL	46 TOTAL	1 TOTAL
45 TOTAL			

IV. NEW DIRECT SERVICE VICTIMS SERVED BY TYPE OF VICTIMIZATION

Adult Physical Assault	16	Adult Sexual Assault	
Adults Sexually Abused/Assaulted as Child		Arson	
Bullying (Verbal, Cyber or Physical)		Burglary	
Child Physical Abuse or Neglect		Child Pornography	
Child Sexual Abuse/Assault		Domestic and/or Family Violence	17
DUI/DWI Incidents		Elder Abuse or Neglect	
Hate Crime		Human Trafficking: Labor	
Human Trafficking: Sex		Identity Theft/Fraud/Financial Crime	1
Kidnapping (custodial)		Kidnapping (non-custodial)	
Mass Violence (Domestic/International)		Other	3
Other Vehicular Victimization (e.g. Hit and Run)		Robbery	2
Stalking/Harassment	2	Survivors of Homicide Victims	
Teen Dating Victimization		Terrorism (Domestic/International)	
Violation of a Court (Protective) Order			
TOTAL	42		

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	16 Not Tracked	16 Not Tracked	
	35 White Non-Latino or Caucasian	46 TOTAL	
46 TOTAL	46 TOTAL		1 TOTAL

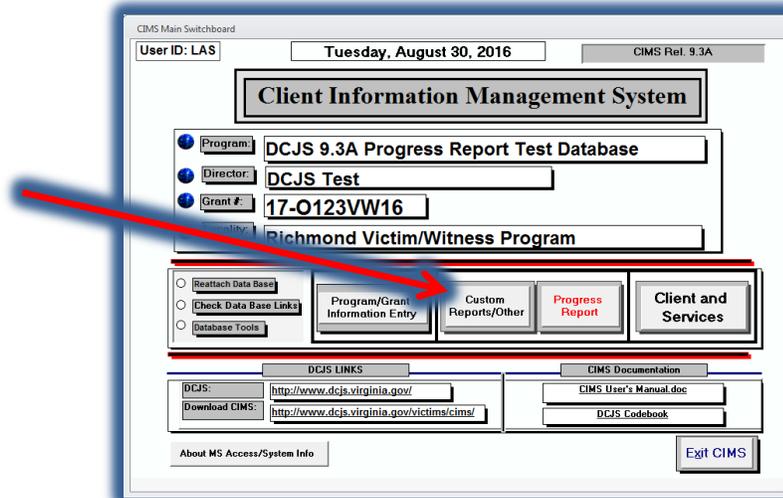
IV. NEW DIRECT SERVICE VICTIMS SERVED BY TYPE OF VICTIMIZATION

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Bullying (Verbal, Cyber or Physical)		Burglary	
Child Physical Abuse or Neglect		Child Pornography	
Child Sexual Abuse/Assault		Domestic and/or Family Violence	19
DUI/DWI Incidents		Elder Abuse or Neglect	
Hate Crime		Human Trafficking: Labor	
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Teen Dating Victimization		Terrorism (Domestic/International)	
Violation of a Court (Protective) Order	1		
TOTAL	46		

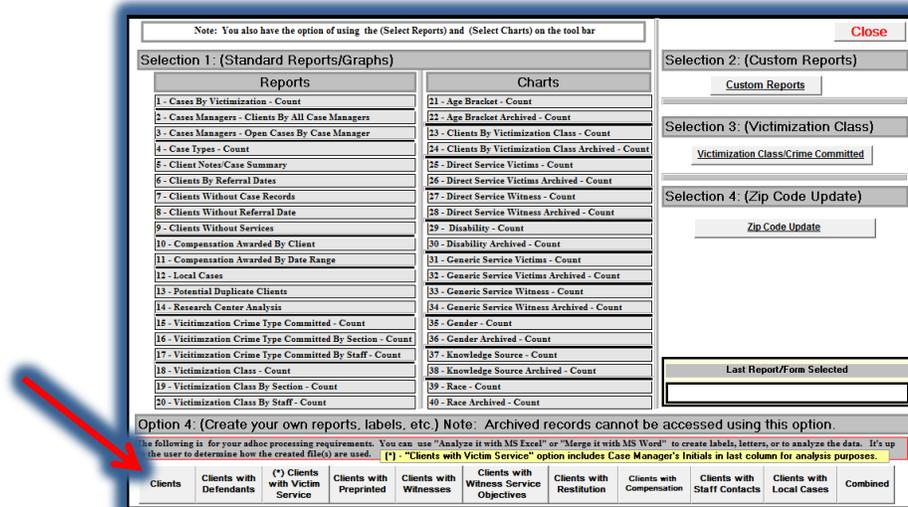
Note that any Progress Reports submitted with totals that are not equal will be **Denied**.

Generating a List of Client Data

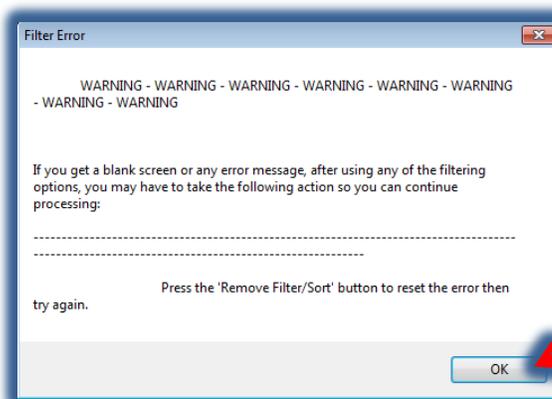
1. From the CIMS Main Switchboard screen select **Custom Reports/Other**



2. Select **Clients**



3. Select **OK** when the Filter Error is displayed...

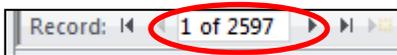


4. An Excel formatted report containing ALL clients in your database will be provided.

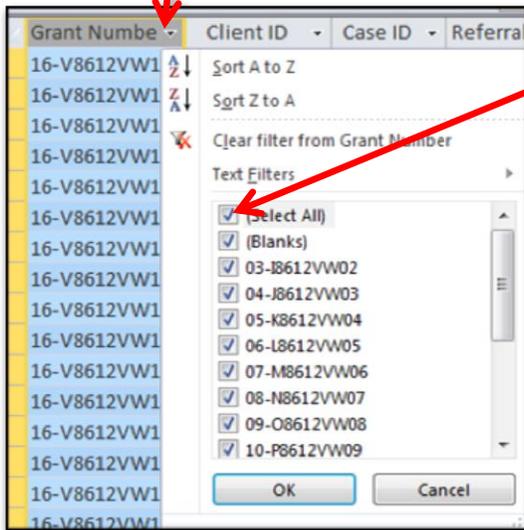
Grant Number	Client ID	Case ID	Referral Date	Last Name	First Name	Middle Ini	Client Suf	Gender	Race	Date of Birth	Social Security Num
17-A1234VW15	C12301345TA	171002411	9/30/2016	Warner	Lillian	N		Female	White Non	2/16/1987	
17-A1234VW15	C07400776SA	171002410	9/30/2016	Ponton	Elijah			Male	Caucasian	6/17/1997	
17-A1234VW15	C01200441SA	171002409	9/29/2016	Wright	Ava			Female	White Non	7/1/1998	
17-A1234VW15	C06200568LA	171002407	9/26/2016	Harper	Pearl	R		Female	Black or Afr	3/28/1954	
17-A1234VW15	C99300197RA	171002408	9/26/2016	O'Hara	Scarlett	N		Female	White Non	6/25/1991	
17-A1234VW15	C00100259GA	171002405	9/21/2016	Hewitt	Emma	S		Female	White Non		
17-A1234VW15	C05200401HA	171002406	9/21/2016	Kelly	Madison	E		Female	Caucasian		
17-A1234VW15	C99400236FA	171002404	9/16/2016	Evans	Sadie	B		Unknown	Unknown		

5. To narrow the selection and identify the invalid records use the standard data filter options available in Microsoft Excel. Below is an example showing how to filter on Grant Number.

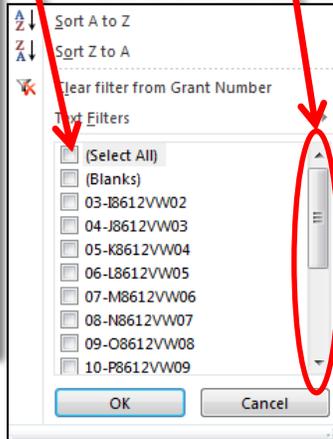
The client report provides ALL client records in your database. You may view the initial count in the bottom right corner of the report.



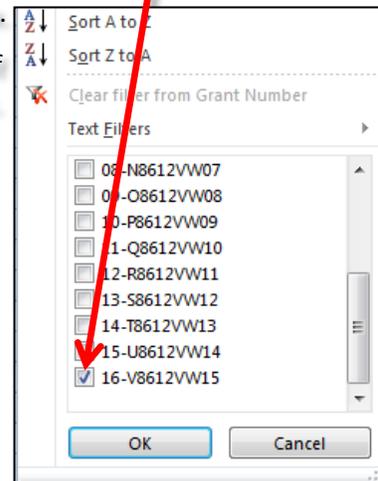
To begin the filter process, click the arrow at the right of the Grant Number column.



Uncheck the (Select All) box. Scroll to the bottom of the Grant Number list.

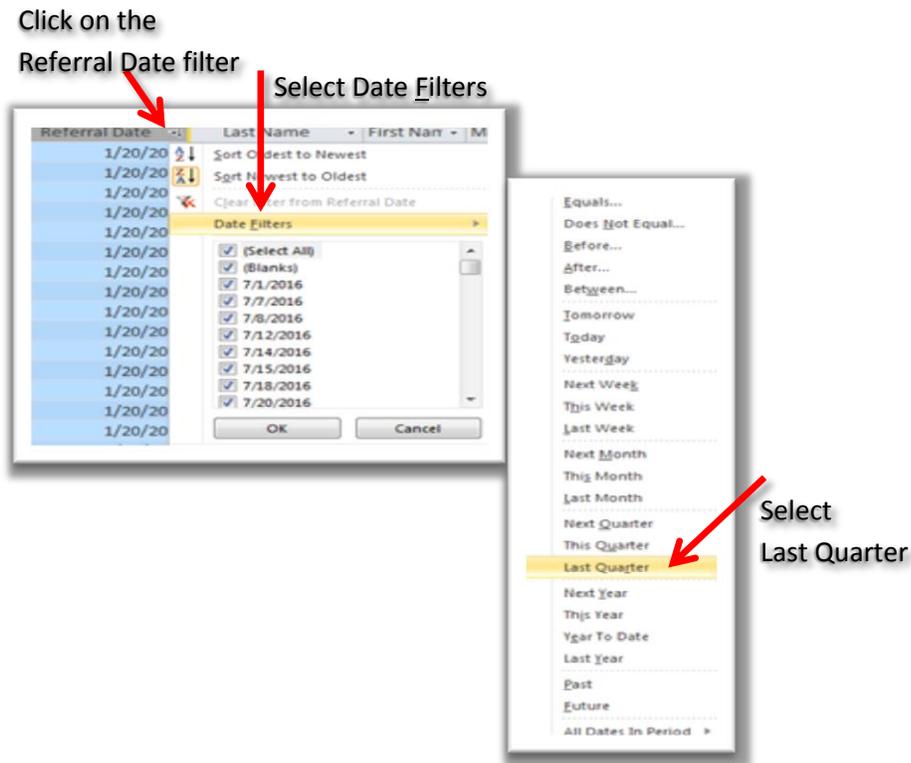


Check the Grant Number you wish to display data for.

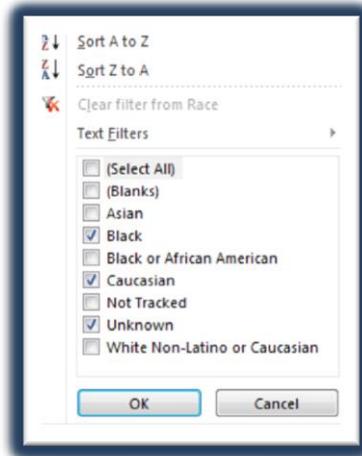


The reduced count is displayed in the bottom right corner of the report.

- To further limit the select and narrow data within the Grant Number to the previous quarter use the standard data filter option on the Referral Date column.



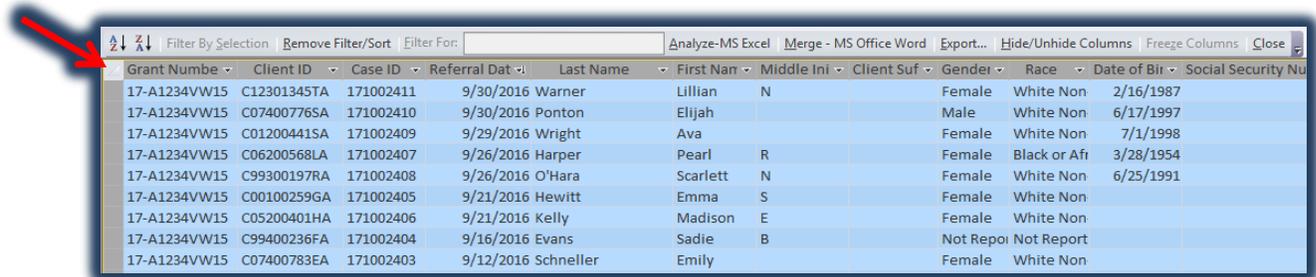
- Repeat the above steps on each column you wish to filter on. For example, to locate the client records where Race needs to be corrected after you uncheck the (Select All) box in the Race column, check only the boxes with INVALID values. Hispanic is invalid as it should read Hispanic or Latino, Black should read "Black or African American" and White should read "White Non-Latino or Caucasian".



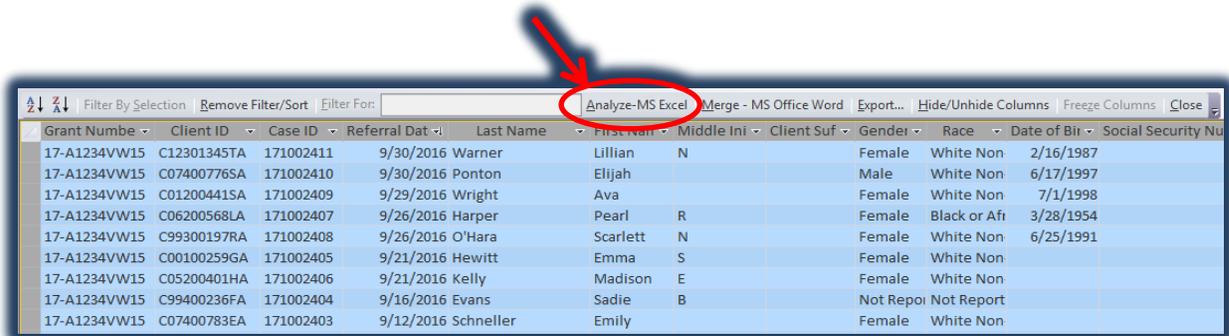
8. Once you have identified the records that need to be corrected, make the changes in the Client and Services section of CIMS and reproduce the Project Progress Report.
9. If the numbers do not match repeat this process until the demographic data does match.

Exporting Client Data from CIMS to Excel

1. To copy and paste click the 'Select All' box as shown below to highlight the data you wish to copy. Hold Ctrl and Shift. Go to your Excel file, right click and select paste.



2. Select Analyze-MS Excel from the CIMS toolbar



Appendix A: Invalid Demographic Data Values

Gender:

Unknown

Race:

Black
Caucasian
Hispanic
Native American
Unknown

Victimization Type:

Adults Molested As Children
Assault
AssaultVPO
Child Physical Abuse
Child Physical AbuseVPO
Child Sexual Abuse
Child Sexual Abuse VPO
Domestic Violence
Domestic ViolenceVPO
DUI/DWI
Elder Abuse
Elder AbuseVPO
Harassment
HarrassmentVPO
Homicide
Other Crimes Against Persons
Property Crimes
Sexual Assault
SexualAssaultVPO
Stalking
StalkingVPO